

INEEL WATER INTEGRATION PROJECT MEETING MINUTES
Wednesday, August 28, 2002, ID-N

Attendees:

Name	Organization	E-Mail Address
Jan Brown	INEEL	browjm@inel.gov
Doug Burns	INEEL	deb4@inel.gov
Dave Frederick	INEEL Oversight Program	dfrederi@deq.state.id.us
Pat Gibson	INEEL	gibspl@inel.gov
Alan Jines	DOE-ID	jinesa@id.doe.gov
Marianne Little	INEEL	lit@inel.gov
Marilynne Manguba	INEEL	mangma@inel.gov
Jeff Perry	DOE-ID	perryjn@id.doe.gov
Paul Wichlacz	INEEL	plw@inel.gov
Al Yonk	INEEL	yonkak@inel.gov

Conference Call

E.B. Nuckols	DOE-HQ	ernest.nuckols@em.doe.gov
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Review Processes for Draft Documents

Doug and Jeff reviewed the Proposed Document Review Schedules

	Conceptual Model Summary	Vadose Zone Roadmap Supplement	Project Execution Plan
Formal Review Begins	9/3/02	8/28/02	9/4/02
Formal Review Ends	9/10/02	9/11/02	9/18/02
Responses Available for Review	9/24/02	9/25/02	9/25/02

There will be two levels of review for all three documents. The first will be an informal review. Anyone who is interested and willing can provide informal feedback. The documents will be posted on a website and comments sent through a suggestion box. Response to these comments will be handled on a case by case basis.

The second level of review will be a formal review by a select group of reviewers. Written, formal responses to these comments will be developed and discussed with the reviewers. Courtesy copies of the documents will be sent to the most involved stakeholders and the Roadmap Supplement will be sent to all those who participated in the April value engineering session.

This will be first review of a first draft of the Conceptual Model Summary. The purpose of this review will be questions, clarifications, and suggestions for the next steps to be taken, not be a detailed technical review.

Initial comments on the Project Execution Plan include that it focuses heavily on R&D and that it is missing a global strategy for the project. The difference between a project management plan and a project execution plan was discussed and it was agreed these are two different documents. Jeff Perry will work on a strategy or project management plan with the help of E.B. and Alan Jines.

Improving the Utility of the Team Meetings

Stakeholder input is being sought on how to improve the utility of the team meetings. This input will be used to develop a plan by mid-September.

Stakeholder Involvement

The High Country RC&D tour has been rescheduled for September 26 due to a meeting of county commissioners that conflicted with the original date. There has already been good response (reservations) to the tours. A draft of the tour guide being developed will be available for review next week.

Action Tracking Log

The PEP has been distributed for an informal internal review (item #47).

The Wood River RC&D Meeting on August 29 is with the Aquifer Committee.

The September 34 briefing is at the Ketchum/Sun Valley Rotary Club.

The expert panel reviews were discussed. The "strategy" review will look at planning to date. The reviewers will be Mike Graham and Ed Berky (sp?). The goal of this review will be to validate the direction of the project. The reviewers will be asked to provide "course corrections" and the venue will be a roundtable discussion rather than formal presentations.

The objectives of the technical review are less clear and the group was asked to think about what the output of this review should be and provide input to Jeff and Doug. Once the objectives are developed reviewers will be targeted based on what is needed.

Meeting adjourned at 1:55. The next meeting will be September 4th.